



**U. S. SMALL BUSINESS ADMINISTRATION**  
GEORGIA DISTRICT OFFICE  
Peachtree Center-Harris Tower  
233 Peachtree Street, N.E., Suite 1900  
Atlanta, Georgia 30303

September 30, 2005

Georgia 8(a) Participants:

Currently, the Georgia 8(a) portfolio consist of over 300 certified firms and, with only four (4) Business Development Specialists (BDS), often times it becomes extremely difficult to attentively meet all the servicing demands of each firm. Nevertheless, the role of a BDS is to assist the 8(a) firm in developing its business so that it attains competitive viability during its program participation term and to maintain viability, thereafter.

More specifically, to the fullest extent possible, the Business Development Specialist:

- Provides basic advice, counsel and guidance in the areas of marketing to the federal government;
- Makes referrals to appropriate internal and external resources for assistance in technical, management and financial matters;
- Monitor the firm's progress in the program and its compliance with program requirements;
- Market the entire GA 8(a) portfolio to procurement agencies to identify potential contracting opportunities;

If your overall expectations differ, please let me know so that we may address and, hopefully, resolve any other concerns that you may have.

Sincerely,

Carolyn W. Griffin  
Assistant District Director  
for 8(a) Business Development  
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